

CRAVEN COUNTY, NORTH CAROLINA

Employment Vacancy Posting

POSITION: Income Maintenance Administrator II
LOCATION: Craven County Department of Social Services
HIRING RANGE: \$55,347 - \$58,004
JOB TYPE: Full-Time/Permanent/Exempt
POSTING DATE: August 28, 2015
DATE AVAILABLE: November 2, 2015
CLOSING DATE: Open Until Filled

PRIMARY PURPOSE OF POSITION

This position is responsible for the administrative and technical management of all Income Maintenance programs, as well as oversight of 8 directly reporting supervisors, 76 line staff, and temporary staff assigned for related projects.

ESSENTIAL JOB FUNCTIONS

This employee is responsible for the assessment and development of service delivery techniques; development of strategies for the implementation of procedures for technological changes such as the NC FAST and others. Employee is responsible for development of short and long range planning for assigned programs. They will also be an active member of the agency management team and participate in long range planning for the agency. Work requires administrative accountability and development of in-house policy. Will be responsible for initial program evaluation and the development and implementation of a continuous quality improvement (CQI) plan to ensure program mandates are met and team's performance is as effective and efficient as possible. Provides supervision and oversight to supervisors regarding efficient workflow and equity in workload within units. Functions include review of staff performance, counseling and discipline. This position reports directly to the Agency Director.

MINIMUM EDUCATION AND EXPERIENCE

Three years of supervisory or administrative experience, two of which must have been in an Income Maintenance or service program. Thorough knowledge of Income Maintenance programs. Must possess and demonstrate administrative and technical problem solving skills. Requires significant involvement in the budgetary process for the Income Maintenance Division. Ability to comprehend both verbal and written instruction and information. Demonstrate comprehension and ability to interpret and disseminate materials/manuals, mandates/forms, documents and computer systems including determining eligibility for services to staff and other parties. Comprehensive understanding of all agency and community services. Comprehensive understanding of the needs facing disadvantaged persons; and a thorough knowledge of community needs assessment techniques and planning.

ADDITIONAL JOB FUNCTIONS

Position will participate in Emergency Management duties as required by Craven County and the State of North Carolina.

HOW TO APPLY

Contact the Division of Employment Security for an official NC State Application (PD107) or download the application from <http://www.oshr.nc.gov/jobs/general.htm>. Applicants must be registered at www.ncworks.gov prior to submitting an application. Resumes will not be accepted unless accompanied by a completed application. Apply to Division of Employment Security, 2836 Neuse Blvd, New Bern, NC 28560. Craven County Department contact for questions is Charlene Richards at 252-636-4940.

Craven County is an Equal Opportunity Affirmative Action Employer.

